

December 15, 2015

TO: Center Directors

FROM: Lawrence J. Marnett, Ph.D.
Associate Vice Chancellor for Research

RE: Vendor Presentation Guidelines

Interactions between Vanderbilt scientists and industrial scientists are a valuable source of technical information. A common way of facilitating this information transfer involves visits by industrial scientists to the Vanderbilt campus. The not-for-profit status of the University and conflict-of-interest guidelines need to be considered in planning for vendor visits. The following points should be factored into the advertising and scheduling of such visits.

1. A scientist from a company can be invited to give a seminar in a regular departmental/center seminar series if it is judged that he or she are at a scientific level appropriate for the series. The seminar can be advertised in the normal fashion for the particular seminar series (e.g., posters, internet) and the scientist's title and affiliation can be listed. However, company logos cannot be displayed on the seminar announcement. Lectures in regular seminar series qualify for Continuing Medical Education credit if appropriate steps are taken to follow Medical Center policy.
2. A scientist from a company can visit campus to share information about a product or a technique with a group of interested investigators. A faculty member must be in charge of the visitor's schedule and the distribution of announcements should be limited to potentially interested individuals. The company logo cannot be displayed and **the company cannot purchase any food to be served in conjunction with the visit**. If the company is not a registered vendor, the scientist must register on-line in advance of visiting. This is a straightforward process that should take about 10 min. Begin the process at :

<https://finance.vanderbilt.edu/procurement/procurement/liaison.shtml>.

3. A company scientist may visit campus to demonstrate a new capability for an existing piece of equipment purchased from the company. As in example 2, a faculty member must be in charge of the visitor's schedule and distribution of announcements should be limited to potentially interested individuals. This type of visit can be anticipated by referring to extension of training in the purchase contract.

Please direct specific questions to Alison Cooper in the Office of Conflict of Interest and Conflict of Commitment (Alison.r.cooper@vanderbilt.edu) or Shannon Ontiveros in the Office Faculty Affairs (Shannon.ontiveros@vanderbilt.edu).